



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Theresa Kehoe, Treasurer
Citizens For Harkin
P.O. Box 811
Des Moines, IA 50304

NOV 23 1999

Identification Number: C00166827

Reference: Mid-Year Report (1/1/99-6/30/99)

Dear Ms. Kehoe:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule B supporting Line 20(a) discloses a refund to Kathleen Humphreys and James O. Humphreys. However, it appears that the receipts of these contributions have not been reported by your committee. Please clarify this matter and amend your reports as necessary.

-You must attempt to obtain the occupation and name of employer for all individuals who contribute more than \$200 in a calendar year.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information. It is also in the best interests of the committee to provide a copy of its solicitation. In order to establish "best efforts", the committee must demonstrate that it makes at least one request for the information after the contribution is received. This one request must be made for any solicited or unsolicited contribution that exceeds the \$200 threshold and lacks the necessary information.

Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or